

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Boys & Girls Club of Michigan City

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications	Satisfactory	Lesson matches original description	Satisfactory	Criminal Background Checks	In Compliance
Recruiting Materials	Satisfactory	Instruction is clear	Satisfactory	Health/safety laws & regulations	In Compliance
Academic Program	Satisfactory	Time on task is appropriate	Satisfactory	Financial viability	In Compliance
Progress Reporting	Unsatisfactory	Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 5-3:1	Satisfactory		

ACTION NEEDED: NONE

On-site Monitoring Visit Rubric DOCUMENT ANALYSIS Components

NAME OF PROVIDER: Boys & Girls Club of Michigan City
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: May 9, 2007

Providers are required to submit documentation for each component during the site visit. If documentation is not available on-site, the director or head of the provider's organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.** Providers will be given an Unsatisfactory or Satisfactory for each component. Providers receiving an Unsatisfactory for any component may be required to address deficiencies within 7 calendar days of receiving their final report.

COMPONENT	DOCUMENTATION NEEDED	DOCUMENTATION SUBMITTED (IDOE use only)	S	U	COMMENTS
Tutor qualifications	ONE of the following: -Tutor resumes/applications (<u>all tutors</u>) <i>In addition to:</i> ONE of the following: -Tutor evaluations (<u>all tutors</u>) -Recruiting policy for tutors (<u>one copy</u>) -Sample tutor contract (<u>one copy</u>)	-Recruiting policy -Tutor applications/resumes	X		Tutors meet qualifications described in provider's original application.
Recruiting materials	TWO of the following: -Advertising or recruitment fliers -Incentives policy -Program description for parents	-Recruitment brochure -Parent program description	X		Brochure and description are in line with provider's original application.
Academic Program	ONE of the following: -Lesson plan(s) for one class in all subjects offered <i>In addition to:</i> ONE of the following: -Detailed lesson description -Specific connections to Indiana standards -Description of connections to curriculum of EACH district the provider works with.	-Lesson plans -Connection to IN academic standards	X		Lessons connect to IN academic standards. Lessons are in line with provider's original application.
Progress Reporting	TWO of the following: -Sample progress report -Timeline for sending progress reports -Documentation of reports sent	-Progress report -Progress report timeline		X	Progress report shares details regarding work student has completed and tutor comments on students progress towards standards. However, progress reporting timeframe does not appear to be weekly as provider's original application states.

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Boys & Girls Club of Michigan City
SITE: 811 Royal Road (Niemann Elementary School)
TUTOR'S INITIALS (ALL TUTORS OBSERVED): N.M., L.L., & B.L.
NUMBER OF LESSONS OBSERVED: 3

DATE: May 1, 2007
REVIEWER: ST & MC
TIME OF OBSERVATION: 3:10 p.m.

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Providers receiving a “U” in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	X		In two tutoring sessions, tutors worked with small groups of students on completing homework assignments in math, reading, language arts, and science. Students typically worked independently on their assignments while tutors rotated from student to student checking their work and addressing any questions. Students in another room had finished working on their homework when reviewers arrived. These students played a “Go Fish” vocabulary/sentence phrase game during which each student read the words or phrases on card out loud and attempted to find other students with the same cards. Observed session is in line with provider’s original application.
Instruction is clear	X		Tutors were able to adequately assist students when they had questions. Tutors were successful in using multiple techniques to assist students having difficulty grasping concepts.
Time on task is appropriate	X		Students were engaged during tutoring session and remained on task.
Instructor is appropriately knowledgeable	X		Tutors were able to effectively engage students and encouraged students to participate throughout the tutoring session. Tutors provided students with resources to answer difficult homework questions rather than simply giving students the answers.
Student/instructor ratio: <u>5-3:1</u>	X		Application describes ratio as one-on-one or small groups of 5:1. Ratio observed was small group instruction with a 5-3:1 ratio.

On-site Monitoring Visit Rubric COMPLIANCE Components

NAME OF PROVIDER: Boys & Girls Club of Michigan City
REVIEWER: ST

DATE DOCUMENTATION RECEIVED: May 9, 2007

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation listed for each component must be submitted as part of the site visit monitoring. If documentation is not available on-site, the director or head of the provider’s organization, the site director, or another authorized representative will be required to submit documentation to the IDOE within seven (7) calendar days of site visit completion. **Failure to submit evidence could result in removal from the approved provider list.**

If a provider is deemed to be in non-compliance with any component for which evidence has been requested, the provider may be contacted and may be required to develop and submit a corrective action plan for getting into compliance within 7 calendar days. If the corrective action plan is not submitted, if the corrective action plan is inappropriate or insufficient, or if the corrective action plan is not implemented, the provider may be removed from the state-approved list.

COMPONENT	REQUIRED DOCUMENTATION	DOCUMENTATION SUBMITTED (IDOE USE ONLY)	C	N-C
Criminal background checks	ALL of the following: -Criminal background checks from an appropriate source for every tutor and any other employees working directly with children.	-Criminal background checks	X	
Health and safety laws and regulations	ONE of the following: -Student release policy(ies) <i>In addition to:</i> -Safety plans and/or records -Department of Health documentation of physical plant safety (if operating at a site other than a school) -Evacuation plans/policies (e.g., in case of fire, tornado, etc.) -Transportation policies (as applicable)	-Emergency Situations Guidebook -Student release form	X	
Financial viability	TWO of the following: -Notarized business license or formal documentation of legal status -Audited financial statements -Tax return for the past two years	-Annual report -Formal documentation of legal status	X	